



Course Review, Quality Assurance and Continuous Improvement Procedure

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Related Policy/Procedure:	<ul style="list-style-type: none"> ➤ Course Review, Quality Assurance and Continuous Improvement Policy (HE) ➤ Course Design, Development and Review Policy and Procedure 		

Course Review, Quality Assurance and Continuous Improvement Procedure

Purpose

This Procedure sets out the process and steps that Lyons College will take to ensure the ongoing and continuing quality of higher education courses.

Scope

This Procedure applies to all Academic Staff, the Academic Board, the Learning and Teaching Committee, the Course Advisory Committee and all parties involved in the review, quality assurance and continuous improvement of any higher education course at Lyons College.

Responsibilities

Entity/Cohort	Responsibilities/Role
Academic Board	<ul style="list-style-type: none"> ➤ Review of academic courses ➤ Ensure maintenance and moderation of academic quality standards ➤ Review and issue directives on the enhancement of the quality of courses and the quality of teaching ➤ Continuous benchmarking of course content and outcomes ➤ Assuring the quality of academic delivery, course monitoring, student progress and academic integrity
Learning and Teaching Committee	<ul style="list-style-type: none"> ➤ Monitor student performance, progression, retention, learning outcomes, graduate attributes and graduate destinations with a view to continuous improvement ➤ Evaluate and make recommendations to the AB on the continuous improvement of approved courses and subjects ➤ Undertake and report on quality assurance of teaching and learning ➤ Advise and report on the quality of teaching and scholarship
Course Advisory Committee	<ul style="list-style-type: none"> ➤ Identify and report on recent developments and trends in specific study topics and research, for example, the impact of new technologies and software on business practice ➤ Review and make recommendations to the LTC on course review and continuous improvement ➤ Review quality assurance mechanisms paying particular attention to assessment procedures, stakeholder feedback and benchmarking with other higher education institutions where possible
Academic Staff	<ul style="list-style-type: none"> ➤ Provide feedback on teaching and learning delivery ➤ Keep LTC up to date on any issues which affect the quality of a course
Students	<ul style="list-style-type: none"> ➤ Provide feedback on their educational experiences ➤ Provide feedback on teaching and learning provided by academic staff

Procedure

Lyons College will undertake the review, quality assurance and continuous improvement of all higher education courses in accordance with the Course Review, Quality Assurance and Continuous Improvement Policy (HE).

Comprehensive Review

A Comprehensive Review is required prior to a course being reaccredited by TEQSA.

Step 1: The Board to instruct Academic Board to oversee Comprehensive Course Review

When a comprehensive review is required, the Board will instruct the Academic Board (AB) to oversee and manage the review.

Step 2: Academic Board to instruct LTC and CAC to review the course

The AB will then instruct the Learning and Teaching Committee (LTC) and the Course Advisory Committee (CAC) to conduct the comprehensive review.

Step 3: LTC and CAC to review and make recommendations for changes to the course

The CAC will meet and discuss if any requirements for graduates of the course have changed since the course was first accredited. The CAC is expected to focus on the knowledge and skills that it currently want from graduates, bearing in mind the graduate attributes, course learning outcomes and unit learning outcomes of the course.

The CAC is expected to update the LTC on any recent developments and trends in specific study topics and research, for example, the impact of new technologies and software on business practice. The CAC is also required to review quality assurance mechanisms paying particular attention to assessment procedures, stakeholder feedback and benchmarking with other higher education institutions where possible.

The CAC will make recommendations to the LTC on suggested changes, if any, to the course to ensure its industry currency and appropriateness.

Step 4: LTC develops Comprehensive Course Review document

The LTC will create a Comprehensive Course Review (CCR) document. The CCR document will include and incorporate the following:

- CAC feedback and suggestions
- All annual review outcomes (including progression, attrition, completions and other performance data)
- Student feedback data and outcomes from student feedback
- Any changes to contemporary teaching and learning practices
- External benchmarking where available

The CCR document may take the major elements from the Course Proposal for that course. The CCR must analyse the information provided by the CAC, student feedback and annual review outcomes. These will inform the LTC what, if any, changes are required to maintain the quality of the course and for continuous improvement.

The LTC will finalise the CCR when it form the view that the review process is satisfactorily completed. The LTC is expected to incorporate CAC and AB input for the final CCR which may include potential changes to Unit Outlines and Course Materials.

Step 5: External review of CCR Document

Once the CCR document has been finalised, the LTC will send all documentation for review by at least one external reviewer. External review must be carried out by a subject matter expert in the discipline relevant to the course. Where possible, the LTC will engage reviewers who are on the list of TEQSA Register of Experts.

Feedback or suggested amendments recommended by the external reviewer will be taken into account when creating the final CCR document. The LTC may incorporate input from the external reviewer when preparing final CCR document for AB approval.

Step 6: LTC finalises CCR document

The AB is to be presented with the final CCR document. The AB may also be required to review other documents which are part of the Course Reaccreditation application required by TEQSA.

If the AB requires any amendments, the LTC will undergo a further review of the material to give effect to the AB amendments.

Step 7: AB approves CCR document

Once the AB is satisfied with the CCR and any other document or material presented as part of the Comprehensive Course Review, the AB will approve these and instruct Management to submit the application for course reaccreditation to TEQSA.

If the Board requires any amendments, the AB and LTC will undergo review of the material to incorporate those amendments.

Step 8: Management submits the Course Re-Accreditation application to TEQSA

Once the AB has given its approval, management will submit the Course Reaccreditation application to TEQSA. Management will be responsible for ensuring that the Course Reaccreditation application is submitted in accordance with all requirements set out by TEQSA.

Mid Term Review

A Mid Term Review is required prior to a course being reaccredited by TEQSA.

Step 1: Academic Board to instruct LTC to review the course

The AB will then instruct the Learning and Teaching Committee (LTC) to conduct the mid term review.

Step 2: LTC to review and make recommendations for changes to the course

The LTC will meet and discuss if any requirements for graduates of the course have changed since the course was first accredited. The LTC is expected to focus on the knowledge and skills that it currently want from graduates, bearing in mind the graduate attributes, course learning outcomes and unit learning outcomes of the course.

The LTC is expected to update the AB on any recent developments and trends in specific study topics and research, for example, the impact of new technologies and software on business practice. The LTC is also required to review quality assurance mechanisms paying particular attention to assessment procedures, stakeholder feedback and benchmarking with other higher education institutions where possible.

The LTC will make recommendations to the AB on suggested changes, if any, to the course to ensure its industry currency and appropriateness.

Step 3: LTC develops Mid Term Review document

The LTC will create a **Mid Term** Course Review document. The document will include and incorporate the following:

- LTC feedback and suggestions
- All Unit review and annual review outcomes (including progression, attrition, completions and other performance data)
- Student feedback data and outcomes from student feedback
- Any changes to contemporary teaching and learning practices
- External benchmarking where available

The LTC will finalise the document when it forms the view that the review process is satisfactorily completed. The LTC is expected to incorporate CAC and AB input for the final document which may include potential changes to Unit Outlines and Course Materials.

Step 4: LTC finalises the review document

The AB is to be presented with the final document. The AB may also be required to review other documents which are part of the Course Reaccreditation application required by TEQSA.

If the AB requires any amendments, the LTC will undergo a further review of the material to give effect to the AB amendments.

Step 5: AB approves review document

Once the AB is satisfied with the review document and any other document or material presented as part of the Mid Term Review, the AB will approve these and instruct Management to submit the application for course reaccreditation to TEQSA.